

JOB DESCRIPTION

Job Title PEIMS Specialist
Reports to PEIMS Manager
Dept/School Information Technology

Job Title Code 182224
Wage/Hour Status Exempt
Pay Grade 504
Date Revised October 01, 2024

Primary Purpose

Responsible for accurately collecting, auditing, and reporting of the District's Public Education Information Management System (PEIMS) data and Texas Student Data System in compliance with Texas Education Agency (TEA) timelines and guidelines. Works in constant communication and coordination with District & Campus administrators, staff, campus personnel, State and Federal agencies such TEA and the Office of Civil Rights (OCR). Coordinates the student information system (SIS) including the training of staff and maintaining data integrity. Provides accurate and efficient data for district and state reporting, funding, and accountability.

Qualifications

Responsible for accurately collecting, auditing, and reporting of the District's Public Education Information Management System (PEIMS) data and Texas Student Data System in compliance with Texas Education Agency (TEA) timelines and guidelines. Works in constant communication and coordination with District & Campus administrators, staff, campus personnel, State and Federal agencies such TEA and the Office of Civil Rights (OCR). Coordinates the student information system (SIS) including the training of staff and maintaining data integrity. Provides accurate and efficient data for district and state reporting, funding, and accountability.

Education/Certification

- Experience working with financial/human resources (HR) in a Texas K-12 school district (preferred).
- Demonstrate depth in data collection, preparation, analysis, and reporting.
- Detailed knowledge of computers, spreadsheets, database systems and other business management software, systems, and report generation.
- Excellent written and verbal communication and presentation skills with the ability to communicate with a wide-ranging audience utilizing various office management systems and software.
- Team player with strong interpersonal skills and ability to collaborate with a diverse group of individuals at all levels of the district and with cross-functional teams and exercise independent judgment and discretion in carrying out duties and responsibilities.
- TASBO Certification (preferred)

Special Knowledge/Skills

- Advance knowledge of TEA PEIMS guidelines, Texas Student Data System (TSDS), Core collection and submission processes.
- Knowledge of the Student Attendance Accounting Handbook (SAAH).
- Demonstrate skills in organization, planning, coordinating, implementing comprehensive data collection, training and staff development.
- Solid understanding of Finance, HR, Student Information Systems (IS), data integrity, user support and information management to include PEIMS submission requirements and processes.
- Ability to clearly define, communicate and validate business processes, interpret policy, procedures, federal and state reporting requirements.
- Skilled in researching, analyzing, and interpreting data and writing reports.
- Personnel management knowledge and experience
- Strong time management skills and ability to prioritize to ensure data submissions are accurate and timely submitted.

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- Evident focus on customer service initiatives, rigor and discipline, teamwork, collaboration, personal and professional responsibilities, staff development and training.
- Demonstrate proficiency in manipulating, maintaining and interpreting data in various formats.
- In-depth understanding of computer and networking standards, practices, data security and applications.
- Ability to analyze, pay attention to detail, and problem solving.
- Demonstrate expert knowledge in the functional aspects of assigned system/software applications for identification and problem resolution.
- Agility to learn new systems, software applications and adapt to change.
- Proven initiative, flexibility, and ability to manage workload and achieve results with minimal supervision.

Major Responsibilities and Duties

1. Collect, prepare, integrate, and format all data required for PEIMS submission according to Texas Education Data Standards (TEDS).
2. Provide district support to campuses and departments in the coordination and submission of PEIMS and TEA Core Collections and data elements.
3. Track correspondence and communication with campuses and data owners through the help desk ticketing system.
4. Develop manuals and procedures to collect student data as required by the rules and regulations stated in the SAAH and the Texas Education Data Standards (TEDS).
5. Monitor campus and department PEIMS data to ensure data validation is error free using OnPoint and systems dashboards.
6. Review Teacher Roster Information and Attendance Accounting Records for accuracy.
7. Document communication to support campuses in clearing errors through help desk system.
8. Review campus attendance on a six-week basis.
9. Submit internal/external data requests or reports as requested.
10. Assist in the execution of assigned IS processes and provide applicable training and support.
11. Process and transmit requests for student information using TREx systems according to the regulations set forth by TEA.
12. Assist in overseeing the maintenance of physical and computerized student records according to established procedures and to include TRex.
13. Conduct district internal audits to ensure campus records maintained are in-compliance according to the Texas Education Agency through PEIMS
14. Run edits, reports and analyze data for accuracy prior to distribution to the campus.
15. Maintain an organized and effective filing and record system to include developing and storing records and disposing of obsolete records and any other records management functions necessary for compliance.
16. Assist with the issuing and verification of Unique IDs for students and staff.
17. Work cooperatively with campus, business and human resources services and other district staff to collect, organize, reconcile, and format data required to submit district PEIMS data in a timely manner.
18. Maintain third party software OnPoint, to include file uploads and user security access. Upload PEIMS files regularly into OnPoint to identify preliminary data validation errors and work with departments and campuses to clear such errors.
19. Ensure timely and accurate completion of all assigned tasks or projects.
20. Disseminate and communicate PEIMS related information received from TEA and the Regional Education Service Center to district PEIMS teams.
21. Support the coordination of the submission of the Office of Civil Rights (CRDC) data to the Department of Education.
22. Compile, reconcile, maintain, and file all physical and computerized reports, records, and other documents.

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Training and Technical Support

23. Develop training options and/or improvement plans to ensure exemplary student accounting operations.
24. Create training materials, knowledge database, video training aids, and presents via in person, online and/or video recordings.
25. Organize and provides training and support to data owners related to the TSDS Collections of ECDS PK and KG, Fall and Winter Class Roster, Residential Facility Tracker, State Performance Plan Indicator – 14, and Special Ed Language Acquisition.
26. Plan and conduct training on TEA required Reconciliation of Teacher's Roster Information and Attendance Accounting Records.
27. Post training attendees for Student System and PEIMS/TSDS training to the Professional Development System.
28. Conduct group or individual training for campus personnel in the proper use of the IS and Campus PEIMS duties and responsibilities.
29. Attend all regional/state PEIMS workshops and disseminate information to appropriate staff.
30. Provide guidance, training and support to campuses and district departments responsible for processing PEIMS data.
31. Assist with maintaining and training of the IS modules and any other related applications.

Other

32. Assist in serving as a liaison with region 19 and data owners and ensure timely dissemination of information by attending all training required by supervisor.
33. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
34. Maintain a professional level of confidentiality concerning personnel, students and all information maintained in district's systems.
35. Provide optimal customer service to all students, employees, parents, community, members, and any other stakeholders of the district.
36. Demonstrate a high level of independent, ethical, and professional conduct.
37. Support the goals and objectives of the school district and follow all district policies.
38. Assist in community awareness of information management & technology goals and programs adopted by the district.
39. Assist with the implementation of policies established by federal and state law, State Board of Education, and local board policy in the student accounting operation.
40. Collaborate with district staff, committees, campuses, departments, and other agencies to assess system, information, and technology needs.
41. Foster adheres to district core value and adheres to a team environment atmosphere.
42. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
43. Uphold and adheres to safety rules and policies of the EPISD ISD safety program.
44. Perform other appropriate duties as assigned.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress, repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

Terms of Employment

226 days; salary to be established by Board of Trustees



JOB DESCRIPTION

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.